

COMSCINST 5420.2E	COG CODE N7X	DATE 16 AUG 1988
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DEPARTMENT OF THE NAVY  
 COMMANDER MILITARY SEALIFT COMMAND  
 WASHINGTON NAVY YARD BLDG 210  
 901 M STREET SE  
 WASHINGTON DC 20398-5540

COMSCINST 5450.2E  
 M-4E  
 16 August 1988

## COMSC INSTRUCTIONS 5450.2E

Subj: CIVILIAN STAFFING OF THE ENGINEERING FUNCTION AT AREA  
 COMMANDS, OFFICES, UNITS AND SQUADRONS

1. Purpose. To provide standards for staffing of engineering functions of the Military Sealift Command.
2. Cancellation. COMSC Instruction 5450.2D.
3. Policy. The policy at all levels of the Military Sealift Command is to staff with professionally qualified personnel. The need to establish uniform guidelines for the engineering staff is evident from a review of the engineering function worldwide.
4. Engineering Staff Qualifications. Personnel hired for positions in the Engineering Office must qualify for one of the following series except as provided within this instruction or as approved by the COMSC Engineering Officer (M-4E):

a. Professional Levels

GS-801 - General Engineer (ILS)

GS-830 - Mechanical Engineer

GS-850 - Electrical Engineer

GS-855 - Electronic Engineer

GS-871 - Naval Architect

The full performance journeyman level is GS-12 for the professional series. Professional series at the GS-5 through GS-9 level are considered entry level or engineer-in-training (EIT) positions.

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b. Technician Levels

GS-802 - Engineering Technician

GS-818 - Engineering Draftsmen

GS-856 - Electronic Technician

GS-873 - Marine Surveyor

The technician full performance level is GS-11. Occasionally an individual will possess qualifications, skills, and abilities which far exceed the norm for the journeyman level and is able to perform more complex and difficult tasks which support a GS-12 level. Such an individual is a senior technician such as a Senior Marine Surveyor. The number of Senior Technicians should be less than 50% of the total number of technicians. The total number of technicians should not exceed 25% of the non-clerical billets within an Engineering Office.

5. Requirements for Organizational Elements. The type of personnel required for each organizational element is to be in accordance with the following:

a. Engineering Operations Division. Engineering operations personnel will be staffed with Port Engineers, EIT's and surveyors. The number of surveyors is limited to the ratio specified in paragraph 4.c.

b. Port Engineers. The increased complexity of MSC ships, financial constraints, contracting requirements and integration into the fleet mandates a high level of technical and managerial competence. This competence level is very important in the areas of "Port Engineering". Personnel hired in "Port Engineering" positions must meet the qualifications for GS-830, 850 or 871 series and, in addition, should have sailed as a licensed officer and possess a valid USCG Engineer's license. Positions covered by the "Port Engineering" designation include Engineering Operations Divisions at COMSCLANT and COMSCPAC and subordinate offices and all positions at COMSCEUR, COMSCMED, COMSCFE, COMSCSEA, T-AGOS Support Units, and Squadrons.

c. Marine Surveyors. Marine Surveyors are covered by the GS-873 series which reflect skills and knowledge generally acquired from craft or artisan experience. Surveyors are generally limited to the GS-11 level and function as assistants to Port Engineers in areas of ship survey and quality assurance. A ratio of one surveyor for every three to four engineers is acceptable.

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d. Technical Division. The staffing of Technical Divisions should include GS-830, GS-850, and GS-871 series. Technician series such as GS-802, should not exceed one per every three engineers.

e. Electronics Division. The Electronics Divisions shall be headed by a GS-855 Electronics Engineer. At least 50% of the personnel filling the remaining billets must meet the requirements for the GS-855 series.

f. Budget and Material Divisions. These divisions are staffed by non-engineering series personnel and are not included in the positions used to determine percentages.

g. Material Readiness Division. The staffing of these divisions should include professionals and Port Engineers. Technicians, if assigned, are part of the overall technician count.

h. CONREP. The CONREP organization is staffed with both professionals and technicians. The normal ratio of professionals to technicians is about 3 to 2 but is adjusted with concurrence of the COMSC Engineering Officer (M-4E) to met the needs of the ship construction program which by nature has higher surveyor concentration.

6. Action. Immediately implement personnel procedures which will expeditiously and, through normal attrition, comply with this instruction.

a. Develop a staffing plan which designates the existing and target grade and series for each position.

b. Cease filling surveyor/technician positions until all the criteria for surveyor/technician limits are met.

c. Develop a recruiting program which will attract qualified applicants.

d. Cease use of the generic term "Port Engineer". Only those individuals meeting the requirements listed in this instruction may be designated or titled port engineers or used in the Port Engineer role.

e. Submit the staffing plan by 1 October 1988 and quarterly reports which report position by position status and overall progress until the criteria of this instruction are satisfied.

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- f. Extension of overseas tours which do not further this policy will not be granted.

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